

**COMPARABLE
STATISTICS
OF
RHODE ISLAND
PUBLIC LIBRARIES
2003**

Compiled by
Ann Piascik
Library Programs
Office of Library and Information Services
One Capitol Hill
Providence, Rhode Island 02908
(401) 222-5776

TABLE OF CONTENTS

Comparable Statistics 2003

INTRODUCTION

- Print Copy
- Reading the Tables
- Finding the Data Source

LIBRARY CODE TABLE

2003 Annual Report Forms (read only-use link from www.lori.ri.gov/reports/compstats/)

- Main Library/System
- Branches/Bookmobiles
- Hours Open
- Staff
- Collection
- Services
- Technology Services
- Income and Expenditures
- Wages
- Application for Grant-In-Aid for Free Public Libraries
- Certification of Appropriation and Expenditure

The Tables

GRANT-IN-AID

- Grant-In-Aid Expenditures
- Local Government Tax-Based Operating Funds by City/Town
- Local Government Tax-Based Operating Funds by Library

INCOME

- State Totals for Appropriations
- Operating and Capital Income

EXPENDITURES

- State Totals for Expenditures
- Expenditure Total per Capita
- Employee Operating Expenditures
- Collection Operating Expenditures
- Collection Expenditure per Capita
- Other Operating Expenditures
- Operating and Capital Expenditures
- Operating Expenditure per Capita

SYSTEM/STAFF

- State Totals for Systems, Facilities, and Staff
- Administrative Entity
- Number of Staff @ 40 Hours
- Number of Staff @ 40 Hours Ranked

COLLECTION/CIRCULATION

State Totals for Collection, Circulation, and ILL
Collection Holdings
Annual Circulation by Format
Annual Circulation by Age Groups
Annual Circulation per Capita
Interlibrary Loan Transactions To and From

SERVICES/PROGRAMS

State Totals for Service, Programs, and Hours
Annual Count of Library Services/Hours Open
Computer Terminals and Access
Library Databases
Annual Number of Programs by Age Group
Annual Total of Programs Ranked
Annual Program Attendance by Age Group

WAGES

Salaried Employees
July 1, 2003 data
Category

- 1 - Director
- 2 – Assistant Director
- 3 – Manager
- 4 – Branch Librarian
- 5 – Children's/Young Adult Services Librarian
- 6 – Reference/Information Librarian
- 7 - Technical Services Librarian
- 8 - Library Associate
- 9 – Library Technician
- 10- Aide/Page
- 11- Office Staff
- 12- Buildings/Ground Staff

Hourly Employees
July 1, 2003 data
Category

- 1 - Director
- 2 – Assistant Director
- 3 – Manager
- 4 – Branch Librarian
- 5 – Children's/Young Adult Services Librarian
- 6 – Reference/Information Librarian
- 7 - Technical Services Librarian
- 8 - Library Associate
- 9 – Library Technician
- 10- Aide/Page
- 11- Office Staff
- 12- Buildings/Ground Staff

Comparable Statistics 2003

INTRODUCTION

The Office of Library and Information Services (OLIS) is pleased to publish the Comparable Statistics 2003. The information has been compiled from the 2003 Annual Reports submitted by public library systems in 38 Rhode Island cities and towns. The 39th city/town in Rhode Island, Exeter, did not have a public library open in fiscal year 2003. Forty-seven (47) public library systems submitted Annual Reports. For the purposes of the Comparable Statistics, library systems are defined as independently operated and funded libraries within a city or town. A city/town may have more than one library system. Library systems may consist of one or more public library facilities. Library systems may or may not have branches and/or bookmobiles. The Comparable Statistics are compiled from 47 out of 48 recognized library systems. One library system did not submit an Annual Report.

Any comments about the Comparable Statistics 2003 should be addressed to Comparable Statistics 2003 Comments, Library Programs, Office of Library and Information Services, Department of Administration, One Capitol Hill 4th Fl., Providence, Rhode Island 02908.

PRINT COPY

Only the electronic version of the Comparable Statistics 2003 is published. To acquire a print copy, save the PDF version to your computer. Then print as you normally would. The document is 76 pages.

READING THE TABLES

Time Span

The Tables in the Comparable Statistics 2003 are compiled from data collected from the public libraries and cover fiscal year 2003 (July 1, 2002-June 30, 2003), except for wages that are collected for the effective date of July 1, 2003, and local city/town tax-based appropriations that are for fiscal year 2004. The data was submitted by Rhode Island public libraries to the Office of Library and Information Services as part of the Annual Report and the Application for Grant-In-Aid. A blank copy of the survey forms that make up the Annual Report and other required documents for Application for Grant-In-Aid are attached to the tables in the Comparable Statistics. The compiled data in each table is identified by its data collection period. The data period is noted in each table header.

Most libraries reported on a July to June fiscal year. However, libraries in the following cities and towns reported on different fiscal years: East Providence, Jamestown, and Scituate.

Column Headers

The first column of each library table is in alphabetical order by library code. See the Library Code Table for the library name associated with each library code. More information about the libraries listed in the Comparable Statistics is available on the LORI website (www.lori.ri.gov/lori/) in the Public Library Directory. The Public Library Directory lists the city/town, governance status, the delivery code, address, phone, fax, email, chair of the library's board, CLAN status, web address, hours and directions. The Comparable Statistics 2003 is based on the 2003 Annual Report that was submitted by forty-seven (47) public library systems.

Many column header names in the Comparable Statistics tables are identical to the data element names in the Annual Report. The 2003 Annual Report forms in the Comparable Statistics 2003 include

definitions for the data elements. Some data in both the Comparable Statistics tables and the Annual Report are selective and therefore cannot be used to add up grand totals that include the data.

State Tables

State Totals tables precede tables listing the associated individual library data. See the Table of Contents in the Comparable Statistics for an overview and layout of state and local reports. Missing data from libraries was not imputed. State tables were created only when data was available from all forty-seven (47) library systems. All tables include raw or compiled data from forty-seven (47) public library systems. In fiscal year 2003, there were forty-eight (48) library systems. OLIS was unable to obtain a 2003 Annual Report from one library system.

Wages Tables

Job Categories.

The data element, Job Categories, on the Annual Report's Wage Form groups library positions by similar duties and tasks. Since staff titles across the state may not have the same job description, twelve (12) job categories were created to organize staff by duties rather than by title. The categories were further split into hourly employees and salaried employees. There are a total of 24 Wages Forms in the Annual Report, from which twenty-four (24) Wages tables were tabulated.³ Descriptions for the twelve (12) categories are posted in the Forms section of the Comparable Statistics.

For libraries that reported more than one staff position in the same category with different wages and/or hours worked, forms with the same category from a single library was averaged for the table.

Averaged Wages.

When provided, actual wages are listed in the "Actual Average" columns in the Wages Tables of the Comparable Statistics. Otherwise, wages are averaged when more than one Wages Form was used by a library system to report a category. Wages for vacant positions and other positions reporting a range and no actual wage are also averaged in the "Actual Average" columns in the Wages Tables of the Comparable Statistics. The weighted average method was deliberately not employed. Wages are simple averaged as there are many variables provided between and within the libraries. The simple averaging method proved to test well in demonstrating differences in pay for similar work. Weighted averages can be calculated when requiring a refinement beyond that of the Comparable Statistics. The raw data from the 2003 Annual Report is available upon request for this purpose.

MLS

If a library checked MLS on the Wages Form then MLS is "Yes" in the Comparable Statistics table. When a library includes both MLS and no MLS employees in a category for the Wages Forms, MLS is "Yes" in the Comparable Statistics table; In this case, employees without an MLS are included in tables with "Yes" in the MLS column. In general, "Yes" reported in the MLS column of the Wages tables of the Comparable Statistics means that at least one individual in that category for that library has an MLS. "No" in the MLS column of a Wages table in the Comparable Statistics means that no employee in that category for that library has an MLS.

Split Wages Forms

When employees have dual responsibilities that clearly cover more than one category, a Split Wages Form is required. The Wages Form describes the percentage splits allowed. For example, Library Directors with non-managerial duties in children's services must always use Split Wages Forms. The Split Wages Form categories used to report a director who also performs non-managerial children's services is category 1 and 5. Each split Wages Form is used to report a fraction of the whole person.

“Hours worked in a category” determines the fraction. When adding up the split Wages Forms “# of Staff” for an individual, the “# of Staff” column should equal one (1.)

Notes

All dollar amounts reported in the Comparable Statistics 2003 are rounded to the nearest dollar. Other notes that require further explanation of data presented may be found at the bottom of the Comparable Statistic tables

FINDING THE DATA SOURCE

Here are some general guidelines for matching the data in the Comparable Statistics tables to the data in the Annual Report forms. The categorization of the tables below match the capitalized, bolded words in the Table of Contents of the Comparable Statistics:

Tables reporting GRANT-IN-AID are derived from the Certification of Appropriation and Expenditure form and the Application for Grant-In-Aid form.

Tables reporting INCOME and EXPENDITURES are derived from the Income and Expenditure Form, Application for Grant-In-Aid form, and the Certification of Appropriation and Expenditure form.

Tables reporting SYSTEM/STAFF are derived from the Main Library/System Form and Staff Form.

Tables reporting COLLECTION/CIRCULATION are derived from the Collection Form.

Tables reporting SERVICES/PROGRAMS are derived from the Main Library/System Form, Hours Open Form, Services Form, and Technology Services Form.

Specifically-

Computer Terminals and Access table and **Library Databases** table are derived from the Technology Services Form.

State Totals for Systems, Facilities, and Staff table is derived from the Main Library/System form and the Staff Form.

Administrative Entity table is derived from the Main Library/System Form.

LIBRARY CODE TABLE

<u>Library Code</u>	<u>Library Name</u>	<u>City/Town</u>
ASH	Ashaway Public Library	Hopkinton
BAR	Barrington Public Library	Barrington
BRI	Rogers Free Library	Bristol
BUR	Jesse M. Smith Memorial Library	Burrillville
CFA	Central Falls Free Public Library	Central Falls
CHA	Cross' Mills Public Library	Charlestown
CLA	Clark Memorial Library	Richmond
COV	Coventry Public Library	Coventry
CRA	Cranston Public Library	Cranston
CUM	Cumberland Public Library	Cumberland
DFL	Davisville Free Library	North Kingstown
EGR	East Greenwich Free Library	East Greenwich
EPL	East Providence Public Library	East Providence
ESM	East Smithfield Public Library	Smithfield
FOS	Foster Public Library	Foster
GLO	Glocester Manton Free Public Library	Glocester
GVL	Greenville Public Library	Smithfield
HAR	Harmony Library	Glocester
HPE	Hope Library	Scituate
JAM	Jamestown Philomenian Library	Jamestown
JOH	Marian J. Mohr Memorial Library	Johnston
LAN	Langworthy Public Library	Hopkinton
LCO	The Brownell Library	Little Compton
LIN	Lincoln Public Library	Lincoln
MID	Middletown Public Library	Middletown
NAR	Narragansett Public Library	Narragansett
NKI	North Kingstown Free Library	North Kingstown
NPR	Mayor Salvatore Mancini Union Free Library & Cultural Center	North Providence
NPT	Newport Public Library	Newport
NSH	Island Free Library	New Shoreham
PAS	Pascoag Public Library	Burrillville
PAW	Pawtucket Public Library	Pawtucket
POR	Portsmouth Free Public Library	Portsmouth
PRO	Providence Public Library	Providence
SCI	North Scituate Public Library	Scituate
SKI	South Kingstown Public Library	South Kingstown
TIV	Ti verton Library Services	Tiverton
TYL	Tyler Free Library	Foster
WAR	Warwick Public Library	Warwick
WES	Westerly Public Library	Westerly
WGR	Louttit Memorial Library	West Greenwich
WIL	Willett Free Library	North Kingstown
WNS	Woonsocket Harris Public Library	Woonsocket
WPO	Pontiac Free Library	Warwick
WRR	George Hail Free Library	Warren
WWA	West Warwick Public Library	West Warwick